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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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077

July 1, 2004

OPEN TO: All Interested Candidates

POSITION: **STOREKEEPER (C-521)**

CLOSING DATE: **Friday, July 16, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 7 – Col. Ps. \$26,348,494.00

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:
<http://bogota.usembassy.gov> under "La Embajada" > "Human Resources Office".

SUBMIT APPLICATION TO:

U.S. Embassy
c/o USAID Human Resources Section
Carrera 45 No.42D-45
Bogota, Colombia

- Embassy employees must submit the employment application to the Human Resources Office receptionist.

- Outside applicants must submit the employment application to the Embassy receptionist.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Storekeeper. The primary purpose of this position is to be in charge of USAID's Warehouse and to receive, store and issue nonexpendable property (NXP), both operating expense (OE) and project and expendable supplies (EXP). Supervises two helpers for the warehouse. Is responsible for the Annual inventory which involves offices and residences.

BASIC FUNCTIONS OF POSITION

Keeps permanently informed the other storekeeper in the Mission of all physical movements to and from the warehouse and residences in order to have all EXP and NXP computerized system updated. Is in charge of all moves. Prior to the arrival of U.S. staff, inventories all items in their residence. Receives and fills requests for supplies, furniture, appliances and equipment for offices. Ensures that minor repairs and maintenance are performed to furniture, furnishings and appliances. This position is appointed to be the Receiving Clerk for the Mission. In conjunction with the Storekeeper, conducts spot checks inventories of NXP, equipment and furniture and reconciles discrepancies. Recommends and assists in the disposal of property by means of public sales or other approved methods in conjunction with the Embassy. Supervises two helpers for the warehouse. Is responsible for the Annual inventory which involves offices and residences.

MAJOR DUTIES AND RESPONSIBILITIES

A. Receives local and international shipments supplies. Unpacks all non-expendable property (NXP), furniture, appliances, household furnishings and equipment, identifying each item and noting condition. Serves as receiving agent for the Mission, preparing reports when receiving items and has the authority to reject supplies that do not fulfill Mission requirements. Checked items and if there are no problems, puts a bar code label on each and sends the information and Receiving and Inspection Report to the other Storekeeper to maintain computerized records for NXP using the Bar-scan program. This position maintains duplicate records on all property for each residence and office area. Repacks

property which is not to be issued right away and stores NXP on shelves and in spaces on various floors of the three-store Warehouse. This position is responsible for the safe use of hand or battery-operated forklifts. Effects storage personally or instructs the assigned supply clerks in its placement. Divides the warehouse into operating expense (OE), project and trust-fund areas. Controls access to a secure area on an upper floor that is leased to another U.S. agency. Opens the doors for them when they bring items for storage or to take things from storage. Secures the area afterward.

B. Receives, stores and issues all EXP supplies for the Mission. In conjunction with the other storekeeper (position C- 522), prepares request for purchase of items which are out of stock, obtains approval and gives to procurement section for submission to the appropriate vendor. By informing the other storekeeper, this position helps to maintain EXP program updated when moving or receiving supplies. Also stores records brought to the warehouse in accordance with records maintenance and disposal procedures in Section 202 of the Automated Directives System.

C. Ensures that residences are ready and clean prior to arrival of U.S. Staff. Is in charge of all moves. Delivers and picks up all furniture, appliances and furnishings to and from the warehouse and residences. Upon arrival, ensures that all property documents are signed by the employee acknowledging received. Ensures that all appliances are connected and working correctly. Issues welcome kit items based on the size of the family that will occupy the apartment, and return it to the warehouse two weeks after the arrival of the household effects of the employee.

D. Is responsible for the operation, security, and maintenance of the Mission's warehouse. Ensures that industrial safety measures and security measures are followed by Supply clerks, temporary laborers and other personnel working in the area. Informs when an item need to be repaired, contact procurement to inform the type of maintenance needed. Receives estimates and requests Procurement to prepare purchase or delivery order. Ensures that routine and non-routine maintenance is done as contracted and following accomplishment of the work, performs acceptance inspection. When an appliance breaks down, the job holder has the authority to leave a temporary "loaner" in its place and picked it up when returning the repaired item to the residence.

E. Conducts spot checks inventories of EXP and NXP, tools, welcome kits, representational items and equipment. Assists in scheduling and performing annual office and/or residential physical inventories, preparing the final inventory report, obtaining signatures and reconciling discrepancies between physical inventory findings and EXP and/or NXP computer records system.

F. Assists in the disposal of property by means of public sales or other approved methods in conjunction with the Embassy. Sets items in lots, prepares inventory list of property to be sold. Prepares periodic required NXP reports. Serves as

backup to and assists the other Storekeeper, Pos. No. C-522, and in his absence performs all duties and responsibilities of that position.

G. Performs other miscellaneous related duties as assigned such as driving a 5-Ton truck or when needed, performs minor maintenance works in offices and warehouse like changing light bulbs or fixing a lock.

MINIMUM QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

1. Education: A high school education is required.
2. Prior Work Experience: From three to four years progressively responsible experience in clerical and warehousing operations is required, and one to two years of supervisory skills.
3. Language Proficiency: Level III (good working knowledge) English ability and Level IV (IV) in Spanish are required.
4. Knowledge, Abilities and Skills: Must have knowledge of general warehousing functions, including stock and record control forms and records, inventory records. Must have knowledge of storage techniques, and general knowledge of materials packing and shipping requirements. Must be familiar with computer data input and word processing. Ability to drive a truck and use hand operated and battery-operated fork lifts and other materials handling equipment to store, issue and dispose of USAID property. Must have ability to work with both local and American staff; be polite but firm and tactful when decisions must be made limiting access to goods. Organizational skills are strongly required. Must a Colombian driver license, fifth (5th.) category.

DESIRED QUALIFICATIONS

Education: Five year university degree is desirable.

ADDITIONAL INFORMATION

Post Entry Training: On-the-job training in Bar-scan and EXP software. Basic security awareness, occupational safety training, and computer training as required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY:
07/16/04**

DISTRIBUTION: "BB"